

CONFIDENTIAL

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120092-3

REPORTS INVENTORY

DDS/OL/SD 34

PREPARE IN DUPLICATE

XXXXXXXXXX

1. TITLE OF REPORT (if a fill-in report include Form No.)

Daily Receipts and Shipments

2. TYPE
OF
REPORT

X

STATISTICAL

NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Daily

6. DISTRIBUTION (No. of components not
number of copies)7. FORMAT (memorandum, form
computer print-out, etc)
Form

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

X NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Internal Management 25X1

10. PREPARING COMPONENT (include lowest level
contributing information to report)

Receiving & Shipping

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

N/A

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-6	\$3.51		15 min.		\$.88		253		\$222.64
GS-5	3.51		15 min.		.787		253		199.87

B. COSTS OF COMPUTER PRODUCED REPORTS

--	--	--	--	--	--

TOTAL COSTS PER YEAR

\$422.51

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.Internal receiving and shipping form which reflects daily cargo shipments and
receipts by line item and tonnage.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

22 September 76

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120092-3

FORM 9-70 142

CONFIDENTIAL